POSITION DESCRIPTION

Class Title: Human Resources Assistant
Department: Human Resources (Administrative)
Worker's Comp Group No.: 054
Pay Grade A27
Effective Date: 7/20/2023

GENERAL PURPOSE

The Human Resources Assistant performs a wide variety of human resource support duties for the Town of Wytheville. This position is responsible to provide customer service and administrative support for Human Resources (HR) programs and services, perform various employment and benefit procedures, process HR transactions and invoices relevant to the position’s duties and responsibilities, update and maintain documentation regarding employee records and files, verify accuracy, assist with payroll and leave processing including verification auditing, serve as the backup for the payroll technician and the Director of Human Resources, and perform other duties as assigned.

SUPERVISION

Works under the general supervision of the Director of Human Resources.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates employment search and hiring processes according to established procedure, including employment changes, review of position descriptions, recruitment, job listings, EEO reporting, random testing, etc.

Serves as customer service contact for employees to address any questions they may have regarding employment and/or benefits, and assists employees with requests including completion of paperwork, forms, claims, etc. Maintain good communication with employees and the public.

Collects, reviews and maintains accurate personnel information for personnel files, databases and other recordkeeping systems, and works to resolve discrepancies, if any.

Verifies accuracy of personnel data in a timely manner and updates and maintains personnel records/documentation to ensure records are maintained in accordance with State and Federal regulations and Town policies and procedures.

Processes personnel actions such as but not limited to new hires, status changes, salary adjustments, and terminations, ensuring actions are in accordance with policy and have been properly approved in accordance with established internal controls.
Supports staff and employees with related personnel activities such as conveying policies and procedures.

Prepares and maintains various reports, records, and other documentation. Examples include 941’s, W-2, VEC Reporting, and other reports. Enters information in OSHA 300 Log and OSHA 300A Log for Worker’s Compensation as assigned.

Reviews expenditures and processes related invoices for timely payment.

Provides information such as employment notices and statistical data.
Serves as the primary contact to schedule and document employee training on Town policies and procedures, annual OSHA required training and other training requirements. May conduct training on the Town’s Human Resources policies and procedures.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Provides recommendations regarding the development and administration of human resource policies and programs.

Assists with meeting and event planning and delivery, including events such as Wellness & Benefits Fair. Assists in setting up meetings with vendors for HR-related employee benefits as assigned.

Assist with payroll and leave processing including verification auditing.

Serves as backup to Director of Human Resources and Human Resources Assistant/Payroll Technician in his/her absence and, as assigned to support overall goals and objectives of the Department of Human Resources.

PERIPHERAL DUTIES

Performs other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

**Education and Experience:** An Associate’s degree from an accredited institution and at least six months of relevant experience required, or any equivalent combination of education and experience, preferably in human resources management or a closely related field.

**Necessary Knowledge, Skills and Abilities:**

Ability to quickly learn a basic understanding of human resource functions, reporting and recordkeeping requirements.

Strong interpersonal and customer service skills and ability to work in a team-oriented environment.

Excellent writing, editing and verbal communication skills; strong attention to detail.
Ability to complete assigned tasks from start to finish, while working in a busy office with distractions and frequent interruptions.

Self-motivated, punctual and reliable; organized and flexible.

Working knowledge of computers, electronic data processing, and Microsoft Office tools to include Excel and Word.

Ability to set priorities, take initiative, be proactive and follow-up, and successfully perform a wide variety of responsibilities and multiple tasks in a timely and accurate manner.

Ability to interact, communicate, and work effectively with a wide range of individuals in a diverse community.

Ability to operate tools and equipment listed below.

Human resources and/or payroll experience desired.

SPECIAL REQUIREMENTS

Ability to maintain confidentiality.

TOOLS AND EQUIPMENT USED

Typical tools and equipment used include phone switchboard; personal computer including word processing software; copy machine; postage machine; fax machine; base radio; paper shredder, calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, talk, hear, and lift boxes up to 30 pounds. The employee is also required to walk and drive to the job site to attend meetings, and to resolve problems. The employee is frequently required to access storage areas that are only accessible by stair steps, such as basements and upper floors where records may be stored. The employee is required to use hands to handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must have the vision abilities to operate a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the
essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _________________________ Approval: ________________________  
Supervisor         Appointing Authority